

# Table of Contents

Commissioners' Agenda .....	2
Zoll Z-Vent transport ventilator .....	4
Veteran's Services Update .....	9
Application for Parade/Motorcade Permit .....	11
Bannock County Fair Recap .....	14
Facility Fee Schedule .....	15
Disposal of Assets Request .....	16
Land Use and Development Ordinance update .....	18
IT budget Discussion .....	21
FY25 Audit .....	21



## BANNOCK COUNTY COMMISSIONERS' – MEETING

### Commissioners' Agenda

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The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

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### **Thursday, August 21, 2025**

#### **9:00 AM Business Meeting (action items)**

##### **Agenda:**

##### **BOARD OF AMBULANCE DISTRICT**

- (AMENDED) Autumn Baker, Ambulance Executive Assistant, requesting authorization to execute a capital purchase for a Zoll Z-Vent transport ventilator (requested 10 minutes) (action item)

##### **BOARD OF COUNTY COMMISSIONERS**

- Melissa Hartman, Veteran's Services, seeking (1) to provide a Veteran's Services update, and (2) approval of and signature on an Application for Parade/Motorcade Permit and a Certificate of Liability Insurance with the City of Pocatello (requested 10 minutes) (action item)
- Fair Board discussion pertaining to (1) Bannock County Fair recap, (2) facilities fees and activities, and (3) request to dispose of assets (requested 15 minutes) (action item)

- Tristan Bourquin, Assistant Planning Director, providing an update on the rewrite of the Land Use and Development Ordinance (requested 10 minutes) (action item)
- Kristi Klauser, Comptroller, request to discuss (1) IT budget and potential overage of up to \$15,000; and (2) FY25 audit this may require executive session under Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of executive session (requested 10 minutes) (action item)

**Claims Agenda:**

- Board of Ambulance District: Invoices and Commissioner Report
- Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Payroll Report
- Alcohol Licenses and Permits
- Certificate of Residency Approval
- Mileage Reimbursement Requests
- Technology Request Form
- Memorandum Authorization for Accounts Payable
- Cardholder User Agreement and Authorization

**10:00 AM** Bid Opening for Request for Proposal for Janitorial Services (action items)

**BANNOCK COUNTY COMMISSIONERS**  
 624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



**ERNIE MOSER**  
 Commissioner  
 1st District

**JEFF HOUGH**  
 Commissioner  
 2nd District

**KEN BULLOCK**  
 Commissioner  
 3rd District

**WORK SESSION REQUEST FORM**

Work Sessions are held on Thursdays at 9:15 a.m., unless otherwise noticed.

Email this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by noon on Monday prior to the scheduled meeting.

**Name/Department:**

Bannock County Ambulance District

**Concern/issue/question:**

Capital Purchase

**Suggested solution?**

Request authorization to execute a capital purchase for a Zoll Z-Vent transport ventilator.

**How much time will be needed for this issue?**

10 minutes

**What meeting date is requested?**

8/21/25

**List of attendees:**

Dean Bullock

**Please include any supporting documents with your Work Session Request Form.**

Commissioner Office Only:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

408 EAST WHITMAN  
POCATELLO, ID 83201



208.234.6201  
FAX: 208.233.4043

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Ryan O'Hearn - Fire Chief

**TO:** BANNOCK COUNTY COMMISSIONERS  
**FROM:** RYAN O'HEARN  
**SUBJECT:** CAPITAL PURCHASE  
**DATE:** AUGUST 19, 2025  
**CC:** KRISTI DAVENPORT, KRISTI KLAUSER, AUTUMN BAKER

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The Bannock County Ambulance District is requesting Commission approval to purchase a Zoll Z Vent Portable Ventilator. This unit would be used on the new ambulance we are taking delivery of. We currently have 3 units. This would give us consistency across our advanced life support capable ambulances. We are requesting to use \$24,052.70 of the unexpended FY25 Capital Outlay.



**ZOLL Medical Corporation**

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011  
Fax: (978) 421-0015  
Email: esales@zoll.com

Quote No: Q-117829 Version: 1

Pocatello Fire Depar Bill To 408 E Whitman St ID  
408 E Whitman St  
Pocatello, ID 83201

Quote No: Q-117829  
Version: 1

ZOLL Customer No: 4175\*EBS

Issued Date: August 13, 2025  
Expiration Date: September 30, 2025

Ryan O'Hearn  
(208) 234-7071  
fireap@pocatello.gov

Terms: NET 30 DAYS

FOB: Destination  
Freight: Free Freight

Prepared by: Jonathan Erickson  
Vent Territory Manager  
jerickson@zoll.com  
509-863-6279

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1		8660-001401-01	<b>Z Vent® Portable Ventilator</b>  Includes: 1 each: Circuit, Vent, Single Limb, WYE, Adult/Pedi, 1 each: Circuit, Vent, Single Limb, WYE, Infant, 1 Assembly Oxygen Hose 6 inch Long, 2 each: Filter, Foam, Inlet, 1/2 inch dia X 108 inch Long, Individually Bagged, 2 each: Filter, Disk, Fresh Gas/Emergency Air Intake, Individually Bagged, 1 Power Cord, 6 inch 18AWG 3 SPT-2, NEMA 5- 15P, IEC60320-C5 (Check MFR), 1Power Supply, 100-240 VAC, 100W, 24V, 42A, IEC 320 & DT7L Plugs.	1	\$22,388.00	\$15,671.60	\$15,671.60
2		010-6000-Z01	<b>InGage Regulator: 0-25 LPM, with 2 DISS CV - Light Blue</b>	1	\$334.00	\$334.00	\$334.00
3		703-0731-27	<b>Ventilator Carrier (White), Eagle II</b>	1	\$526.00	\$447.10	\$447.10
4		8778-89005-WF-V	<b>Vent - Worry-Free Service Plan - 5 Years At Time of Sale</b>  Includes: Annual preventive maintenance, Lithium-ion and coin battery replacement, and accidental damage coverage (see comments). Shipping and use of a Service Loaner upon request during device service, no charge shipping. Service Plan is a continuation of ZOLL Limited Product Warranty.   Battery replacement and accidental damage guidelines can be found in the ExpertCare Service Plan Terms and Conditions on the ZOLL website.	1	\$7,600.00	\$7,600.00	\$7,600.00

Subtotal: \$24,052.70

**Total: \$24,052.70**



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Federal ID# 04-2711626

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Fax: (978) 421-0015  
Email: [esales@zoll.com](mailto:esales@zoll.com)

Pocatello Fire Depar Bill To 408 E Whitman St ID  
Quote No: Q-117829 Version: 1

Contract Reference	Description
CH-11644	Reflects GPO NPP; Cont PS20200 (EXT3) - Contract No. PS20200 EXT3 contract pricing. Notwithstanding anything to the contrary herein, the terms and conditions set forth in NPP 2020 - Contract No. PS20200 EXT3 shall apply to the customer's purchase of the products set forth on this quote.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <https://www.zoll.com/terms-and-conditions-of-sale>, for software products can be found at <https://www.zoll.com/software-legal>, and for ExpertCare Service Plans can be found at <https://www.zoll.com/ExpertCare-Service-Terms>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. Delivery will be made upon availability.
2. This Quote expires on September 30, 2025. Pricing is subject to change after this date.
3. Applicable tax, shipping & handling will be added at the time of invoicing.
4. All purchase orders are subject to credit approval before being accepted by ZOLL.
5. To place an order, please forward the purchase order with a copy of this quotation to [esales@zoll.com](mailto:esales@zoll.com) or via fax to 978-421-0015.
6. All discounts from list price are contingent upon payment within the agreed upon terms.
7. Place your future accessory orders online by visiting the ZOLL web store.



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Chelmsford, MA 01824-4105  
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Email: esales@zoll.com

Pocatello Fire Deapar Bill To 408 E Whitman St ID  
Quote No: Q-117829 Version: 1

**Order Information (to be completed by the customer)**

[ ] Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)

[ ] Taxable Entity (Applicable tax will be applied at time of invoice)

BILL TO ADDRESS	SHIP TO ADDRESS
Name/Department:	Name/Department:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

[ ] Yes PO Number: \_\_\_\_\_ PO Amount: \_\_\_\_\_  
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)

[ ] No (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

**Pocatello Fire Deapar Bill To 408 E Whitman St ID**

Authorized Signature:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

BANNOCK COUNTY COMMISSIONERS  
 624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER  
 Commissioner  
 1st District

JEFF HOUGH  
 Commissioner  
 2nd District

KEN BULLOCK  
 Commissioner  
 3rd District

## Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Melissa Hartman

Department:

Veteran's Services

Requestor Email:

melissah@bannockcounty.gov

Item(s) to be considered:

Veteran's Services update

Date of meeting being requested:

08/21/2025

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

## BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER  
 Commissioner  
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JEFF HOUGH  
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Requestor Name:

Melissa Hartman

Department:

Veteran Services

Requestor Email:

melissah@bannockcounty.gov

Item(s) to be considered:

9/11 Commemoration City of Pocatello Parade Permit Signature and Certificate of Liability Insurance listing the City of Pocatello as an additional insured in the amount of \$500,000 per occurrence.

Date of meeting being requested:

08/21/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Agreement

Contract/Agreement Begin Date:

09/11/2025

Contract/Agreement End Date:

09/11/2025

List of additional attendees:

HR and Risk Management Director, Matthew Phillips

# CITY OF POCATELLO APPLICATION FOR PARADE/MOTORCADE PERMIT Pocatello Municipal Code Title 10, Chapter 30

This completed form must be submitted to the Police Department at least **fifteen (15) days** prior to the date of the event. **Incomplete applications will not be processed.** Permits are issued on a first-come, first-served basis. The City reserves the right to request additional information that is reasonably necessary to make a fair determination as to issuance of any permit. **A permit is required for parades and motorcades:**

**Parade:** any march or procession consisting of people, animals or vehicles, or any combination thereof . . . upon any public street, sidewalk or alley, which does not comply with normal and usual traffic regulations or controls;  
**Motorcade:** any organized procession containing 10 or more vehicles, upon any public street, sidewalk or alley.  
Funeral processions are exempted from the permit process.

Date Application Submitted: August 06, Name of Event: 9/11 Commemoration - Patriots Day

Type of Event: parade, motorcade, fun run, etc. motorcade with Patriotic Display and Ceremony

Event Date(s): 9/11/2025 Starting time: 1700 Ending time: 1900

Emergency contact phone number for event: 208-530-2552

Name, address and phone number of organization sponsoring event: \_\_\_\_\_  
Bannock County 624 E. Center Pocatello Idaho 83201 208-236-7210

Name, phone number and email address for individual responsible for coordinating event: \_\_\_\_\_  
Melissa Hartman 208-530-2552 - MelissaH@bannockcounty.gov

**Proposed Event Route:** Attach a detailed route description with a map or diagram. Please be specific – indicate street names, block numbers, assembly and disbanding locations.

**Size of Event:** Approximate number of floats, vehicles, bands, animals and people, as well as the maximum height of entries and signs and approximate length of the event.  
2 Firetrucks; 15 motorcycles; 1 high school band; 50 people

**Attention-getting devices:** Describe any recording equipment, sound amplification equipment, banners, signs or other attention-getting devices to be used in connection with the event.  
US Flags

**Public Facilities:** List any public facilities or equipment you would like to utilize for the event. City parks and facilities must be arranged through the Parks and Rec Department. Limited traffic control devices are available for pick up at the Street Department.  
Traffic Control Signs: 6 no parking signs and 10 Cones/Candles

Event Coordinator Signature:  \_\_\_\_\_  
eSigned via GovCSI.com  
Key: 2f1a170f7c2d105a11499a56a015

**Read and Initial Checklist on page 2**

- ✓ **Traffic and Safety Plan:** Attach a plan for **controlling traffic and addressing safety concerns**. Creating the plan as well as obtaining, setting up and taking down any traffic barricades or signs is the responsibility of the sponsoring organization. For large events sponsoring organizations may be required to station volunteers along the route to keep spectators away from the traveled portion of the roadway.
- ✓ **Liability Insurance:** Proof of liability insurance in the amount of \$500,000 per occurrence and **listing the City of Pocatello as an additional insured** must be provided prior to permit approval.
- ✓ **ITD Permit:** A copy of a permit from **Idaho Transportation Department** must be attached if any portion of the event is within or crosses the right-of-way of the State Highway System.
- ✓ **Pre-event Briefing:** A pre-event briefing is required between the event coordinator and the Pocatello Police Department. Call the Patrol Commander at 234-6104 or the Shift Commander at 234-6142 to schedule a briefing.

Questions can be addressed to the Patrol Division Commander 234-6104 or Shift Commander 234-6142.

**DO NOT WRITE BELOW THIS SPACE - FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED: \_\_\_\_\_ INSURANCE CERTIFICATE PROVIDED:  Yes  No

ITD PERMIT REQUIRED:  Yes  No ITD APPROVAL RECEIVED:  Yes  No  Pending  N/A

**RECOMMENDATIONS**

Fire Department: \_\_\_\_\_  Approve  Disapprove Date: \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Traffic Engineering: \_\_\_\_\_  Approve  Disapprove Date: \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Police Department: \_\_\_\_\_  Approve  Disapprove Date: \_\_\_\_\_

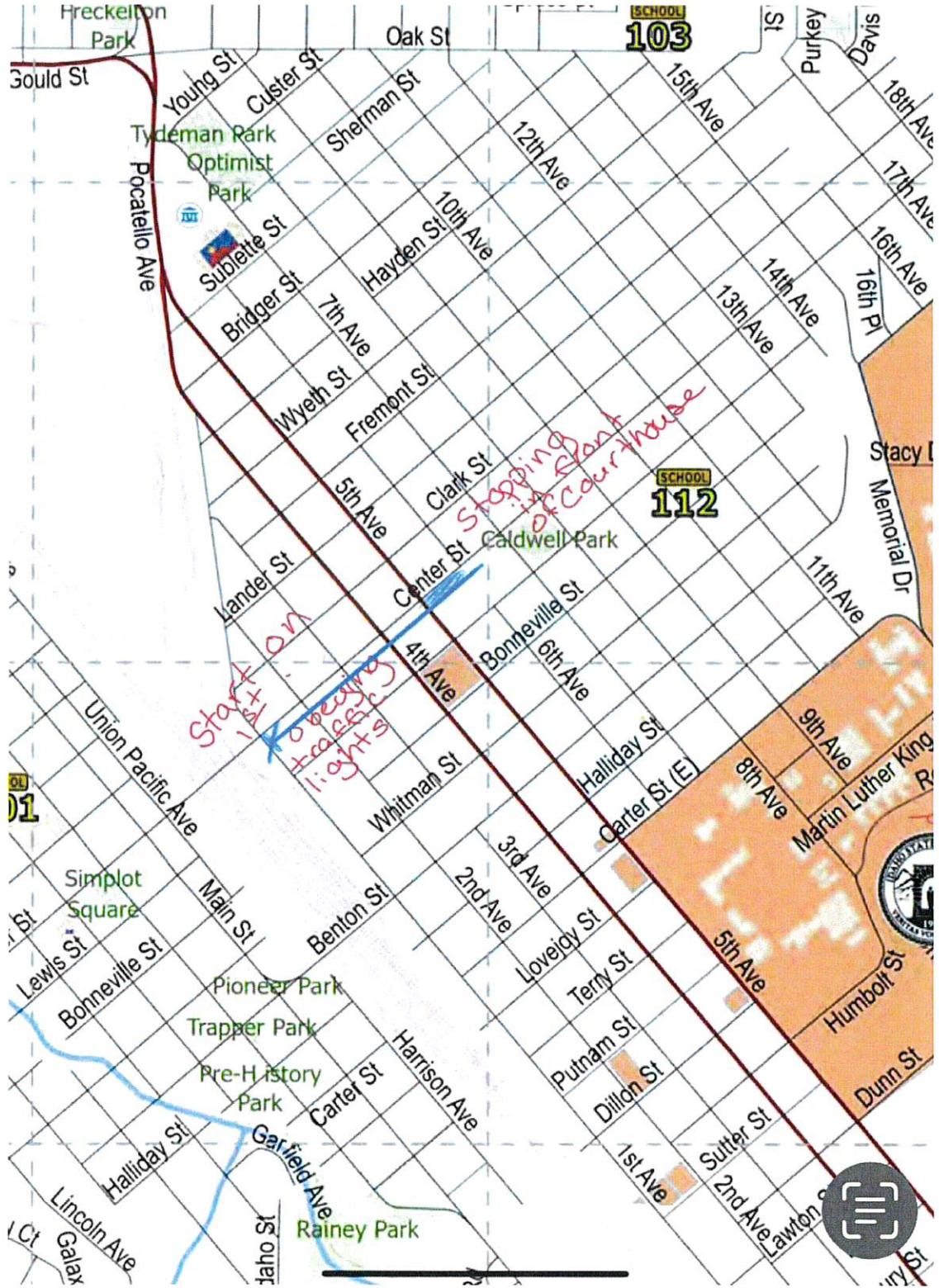
Conditions/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINAL APPROVAL/DENIAL**

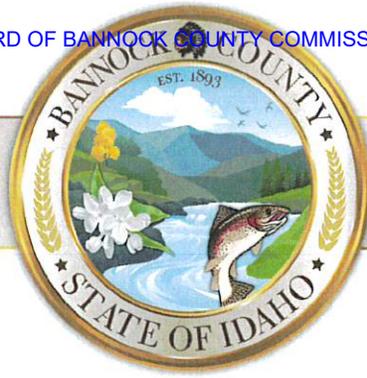
Chief of Police (Designee): \_\_\_\_\_  Approved  Denied Date: \_\_\_\_\_

Reason for denial if applicable: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PPD Support: \_\_\_\_ NO \_\_\_\_ YES Action Plan: \_\_\_\_ NO \_\_\_\_ YES Assigned To: \_\_\_\_\_



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ERNIE MOSER  
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JEFF HOUGH  
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 2nd District

KEN BULLOCK  
 Commissioner  
 3rd District

## Business Meeting Agenda Request Form

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Requestor Name:

Commission

Department:

Bannock County Fair

Requestor Email:

jpehrson@bannockcounty.gov

Item(s) to be considered:

- 1.) Fair recap
- 2.) Facility fees and activities

Date of meeting being requested:

08/21/2025

Time requested:

15 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:





BANNOCK COUNTY COMMISSIONERS  
 624 E. Center St., Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNIE MOSER	JEFF HOUGH	JOHN CROWDER
Commissioner	Commissioner	Commissioner
1st District	2nd District	3rd District

**AGENDA REQUEST FORM**

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.*

**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Fairgrounds

**Item to be considered/background:**

Items to dispose of

**How much time will be needed? Meeting date requested:**

5 minutes

8/21/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Jamie Pehrson, Alex Hauser, Fair Board members

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only: Date: _____ Time: _____
--

## ITEMS TO DISPOSE

Photocopy machine - #15109

Photocopy machine

Pepsi cooler small

Pepsi cooler large

3 water heaters

Old roping chute

Scrap metal – metal left from old bleachers - beams – old roll up garage door

Pool

37 Kids chairs

Ride on mower –Troy Built 04420007

Push mower – Troy Built 13CC26JD011

Rototiller – Husqvarna dual rotating 031511T004359

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Requestor Name:

Tristan Bourquin

Department:

Planning and Development

Requestor Email:

tristanb@bannockcounty.gov

Item(s) to be considered:

Update on the rewrite of the Land Use and Development Ordinance

Date of meeting being requested:

08/21/2025

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

## Report: Status Update on the Land Use and Development Ordinance Rewrite Project

Prepared by: Tristan Bourquin

Date: August 21, 2025

### 1. Project Overview

The rewrite of the Bannock County Land Use and Development Ordinance is intended to consolidate eight existing ordinances into a single, clear, and comprehensive document. The goals are to modernize regulations, ensure legal compliance, and incorporate public input.

### 2. Progress to Date

- **Ordinance Drafting:**
  - Major sections consolidated and reorganized for clarity and usability.
  - Definitions have been updated to align with current standards and practices.
  - Provisions that still need attention:
    - Open Space / Community Space
    - Areas of Impact
    - Floodplain Variances
    - Energy Provisions: wind, solar, nuclear
- **Legal Review:**
  - Initial draft sent for legal review August 18, 2025.
- **Commission Workshops:**
  - Ongoing work sessions with County Commissioners to review draft sections and discuss policy direction.
  - Next session will include an overview of the full draft and discussion of the project timeline.

### 3. Next Steps

- **Public Input:**
  - **Questionnaire:** Draft and send questionnaire through email and post on website. Questions will help identify priorities or concerns rather than asking for line-by-line ordinance comments.
    - Open for 2 weeks
  - **Workshops:** General public workshops scheduled to collect feedback on overall ordinance changes. Will provide overview materials, including summaries and visual handouts to shop the big changes. Use of graphics or side-by-side comparisons will make impacts clearer.
    - One in South County, one in North County
  - Separate workshops planned for energy-related topics:
    - Solar, wind and nuclear energy
- **Complete Legal Review:** Ensure the ordinance complies with state statutes and case law.
- **Prepare Final Draft:** Integrate all feedback into a comprehensive ordinance document.

- **Public Hearings:** Move forward with formal public hearings prior to adoption.

#### 4. Project Timeline (High-Level)

- **August – September:** Commission review sessions; targeted drafting of energy provisions.
- **September – October:** Public workshops (general and energy-specific).
- **October – November:** Final legal review and revisions.
- **November – December:** Public hearings and adoption process.

#### 5. Key Considerations for Commissioners

- Maintain the established timeline to ensure adoption by end of year.
- Consider public and stakeholder input carefully, particularly for energy-related development standards.
- Ensure that County jurisdiction within the Area of City Impact remains clear in final ordinance language.

## BANNOCK COUNTY COMMISSIONERS

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Requestor Name:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

1) Discuss IT budget and potential overage of up to \$15,000; and 2) Discussion regarding FY25 audit this may require executive session under IC 74-206 1(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of executive session.

Date of meeting being requested:

08/21/2025

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Adam McKinney, Jason Dixon, Jennifer Clark